



Administration for Children and Families

Office of Refugee Resettlement

Refugee Agricultural Partnership Program

HHS-2010-ACF-ORR-ZR-0037

Application Due Date: 07/12/2010

Refugee Agricultural Partnership Program
HHS-2010-ACF-ORR-ZR-0037
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**Department of Health & Human Services
Administration for Children & Families**

Program Office: Office of Refugee Resettlement
Funding Opportunity Title: Refugee Agricultural Partnership Program
Announcement Type: Initial
Funding Opportunity Number: HHS-2010-ACF-ORR-ZR-0037
CFDA Number: 93.576
Due Date for Applications: **07/12/2010**

Executive Summary:

The Office of Refugee Resettlement (ORR) invites entities to submit competitive grant applications for projects under the Refugee Agricultural Partnership Program (RAPP). Grant applications should propose strategies that incorporate agriculture and food systems to improve the lives of refugee families. These strategies should result in sustainable or supplemental income, improved access to healthy foods and better nutrition, and enhanced integration into communities by recently arrived refugee families. Applications should demonstrate an understanding that includes the population to be served, the needs and opportunities of a community or area, available partnerships and resources, a practical approach to achieving objectives, qualitative and quantitative outcomes, organizational capability and a budget consistent with the overall approach and anticipated results.

Eligible Populations

Populations eligible for refugee resettlement services include refugees, asylees, Cuban and Haitian entrants, Lawful Permanent Residents who have held one of these statuses in the past, certain Amerasians from Viet Nam who are admitted to the U.S. as immigrants, certain Amerasians from Viet Nam who are U.S. citizens, Iraqi and Afghan Special Immigrants, and victims of a severe form of trafficking who receive certification or eligibility letters from ORR and certain other specified family members. See 45 C.F.R. 400.43 and ORR State Letter #00-17 (September 14, 2000) on eligibility for ORR programs. Also see ORR State Letter #01-13 ((May 3, 2001) on the Trafficking Victims Protection Act, as modified by ORR State Letter # 02-01 (January 4, 2002) and ORR State Letter # 04-12 (June 18, 2004). Finally, ORR State Letters #08-04 (January 18, 2008), #08-06 (February 7, 2008), and #09-17 (April 9, 2009) provide information on Iraqi and Afghan Special Immigrant eligibility.

ORR State Letters may be found on the Office of Refugee Resettlement website at http://www.acf.hhs.gov/programs/orr/policy/orr_policy.htm ORR regulations may be found on the website at http://www.acf.hhs.gov/programs/orr/policy/orr_regulations.htm.

The term "refugee" is used in this notice to encompass all such persons, listed above, who are eligible for refugee resettlement program services.

I. Funding Opportunity Description

Statutory Authority

This program is authorized by section 412(c)(1)(A) of the Immigration and Nationality (INA) (8 U.S.C. 1522(c)(1)(A), as amended, which authorizes the Director "to make grants to, and enter into contracts with public or private nonprofit agencies for projects specifically designed--(i) to assist refugees in obtaining the skills which are necessary for economic self-sufficiency, including projects for job training, employment services, day care, professional refresher training and other recertification services; (ii) to provide training in English where necessary (regardless of whether the refugees are employed or receiving cash and other assistance); and (iii) to provide, where specific needs have been shown and recognized by the Director, health (including mental health) services, social services, educational and other services."

Description

The Refugee Agricultural Partnership Program (RAPP), through its granting of funds and the support of public and private partnerships, provides agricultural and food related resources and technical information to refugee families that are consistent with their agrarian backgrounds and result in rural and urban farming and food systems activities that support increased incomes, access to quality and familiar foods, better physical and mental health, greater self-reliance and enhanced integration into this society.

The rationale for RAPP has evolved into the following elements:

- The agrarian and small scale farming backgrounds of many refugee families combined with low literacy and English speaking skills are conducive to making agriculture a familiar and comfortable path to supplemental income and economic self-sufficiency;
- The greater demand for healthier and locally grown produce and ethnic foods has resulted in the increasing viability of small scale farming;
- There is widespread acknowledgement of the connection between agriculture, food, nutrition and health and concomitant relationship to disease and abnormalities such as diabetes and obesity. The objectives of RAPP are congruent with anti-hunger and anti-obesity objectives of the Federal Government;
- Opportunities exist for new and smaller scale farmers because the average age of the U.S. born farmer is over 55 and because of the significant capital investment required for new farmers to grow commodity and other crops;
- Agriculture in the form of small tracts of land or community gardens that result in the consumption and sale of familiar foods leads to healthier life styles and faster adjustment and integration into this society;
- Because newer refugees in particular tend to live in low-income areas that are food deserts, defined as a community or area that lacks a consistent supply of healthy produce, nutrition education and improved access to and consumption of healthier foods through farmers markets and local stores are encouraged;
- Market gardening and small scale farming facilitates refugee integration into mainstream communities through their entry into sustainable food networks and farmers' markets;
- It responds to a growing interest by refugee and other families that wish to grow their own vegetables for family consumption and sharing with extended family and friends at a time of fewer employment opportunities and greater economic stress;
- Provide assistance and experience to organizations to deliver agricultural and food system services that will strengthen their capacity to access mainstream programs.

It will be the responsibility of an applicant for funding to describe a process that leads to the achievement of RAPP objectives and which recognizes the above opportunities, as well as the challenges inherent in cultural and language barriers and the complexity of agriculture and food systems in this country.

The focus of RAPP is to encourage the development of processes that will improve the livelihoods of refugee families. This may involve persons already engaged in some type of production or aspiring gardeners or farmers, particularly newer arrivals, who have a background and interest in agriculture. The ultimate purpose is to have persons become independent farmers. This is a longer term goal because of the challenges imposed by the complexity of agriculture and the cultural and language backgrounds of refugees. However, engaging in some form of production can also have important short-term and permanent impacts on refugees in the way of supplemental income, better food and nutrition from growing especially their familiar foods, and more rapid adjustment to a community.

Applicants will be expected to develop their proposals according to the general needs and wants of their refugee population and the community or area in which they reside. There are a host of variables that will impact program implementation. These may include client farming experience, client time and commitment, climate, availability of land, transportation, access to irrigation, market options, institutional support and the ability to develop partnerships.

The ability to establish collaborative partnerships with other organizations is important for projects to be funded under this announcement. These organizations should have specific interests and responsibilities to identify and solve needs and challenges, plan and provide program services and resources, and cooperate in providing feedback and monitoring. Potential partners encompass community based organizations (including ethnic organizations); lending institutions; the university cooperative extension service; United States Department of Agriculture (USDA) offices; and various other groups, such as organic certification agencies, health departments, faith-based organizations, market associations and various local or regional groups that have an interest in sustainable agriculture. Partner agencies might offer or facilitate training or technical assistance in crop production, use of fertilizers and insecticides, acquiring land, marketing, business management, record keeping and accessing credit.

A strategy for providing training and technical assistance is important. Training is necessary to help clients understand financial terms and procedures, record keeping, and expenditures and revenues focused on managing their own enterprise, becoming more self-reliant and becoming financially independent. Technical support and follow up are required in many areas from production to marketing.

The applicant should describe how its project proposal relates to or is complemented by any related projects or activities. To the extent possible, project goals should be delineated. The anticipated support from volunteers should be described.

Refugees are primarily resettled in low-income urban areas. These are often "food deserts", or lacking community food security, defined as the adequate availability of fresh and healthy produce. Refugee families most often fall into the pattern of relying on fast or convenience foods. The development of community gardens is one way to interrupt this pattern. Another way to increase access to fresh produce is to support the establishment and/or modification of procedures of farmers markets and other grocery outlets. Healthy food outlets that accept EBT/SNAP (Supplemental Nutrition Assistance Program), WIC (Women, Infants, and Children) and (SFMNP) Seniors' Farmers' Market Nutritional Program offer a viable option for better food and nutrition. These initiatives are supported by the USDA Agricultural Marketing Service and Food & Nutrition Service.

Technical Areas

Applicants are expected to incorporate a discussion of most or all of the following technical areas:

1. Production: Developing knowledge of production techniques, use of insecticides and fertilizers, organic production, proper irrigation, harvesting and season extending methods can improve farmer production.

2. Marketing: The prices refugee farmers receive for their produce are often limited by inadequate understanding of marketing concepts and options. Understanding and adapting to farmers market procedures, exchanging produce for money and the presentation and display of produce are important to increasing incomes and independence or self reliance. Refugee farmers are generally not aware of and need assistance in identifying options for creating a better demand or market for their products. There are potentially multiple options for the marketing of products. These include farmers markets, institutional markets, CSA (community supported agriculture), grocery stores, packing/processing companies, restaurants and websites.

3. Land Acquisition: Refugee farmers have difficulty obtaining land due to a lack of information and because the best located land often lies in the path of urban growth and development. Land is expensive to purchase and lease arrangements are normally short-term and not advantageous to the farmer. Short-term leases in particular discourage capital investment and the planting of perennial crops.

4. Obtaining Financing: Farmers have had limited access to mainstream financing. Two of the primary issues have been the inability of refugees to understand and complete the paperwork requirements because of language and culture and their failure to maintain financial records for a 3 year period in order to meet the requirements of loan institutions. Institutions are disinclined to make loans in the smaller amounts needed by refugee farmers.

5. Business Development: Refugees need training and technical support in understanding financial terms, record keeping and business planning and management.

6. Institutional Requirements: Various local, State and Federal Government laws, regulations and procedures and their impact are often unfamiliar to refugees.

7. Community Food Security: Refugee clients should be exposed to options for increasing their community food security through community gardens and improved access to outlets that sell healthy produce.

8. Collaborative Relationships: Communities vary in terms of which resource agencies are involved in the service delivery system for promoting agriculture among refugee families. More agencies need to be brought to the table and have defined roles in order to engender a holistic approach to meeting the challenges of the Refugee Agricultural Partnership Program in rural and urban communities.

9. Technical Assistance and Training: The capacity to plan and implement client assessment, provide appropriate training and do technical assistance impact on the effectiveness of the areas above.

10. Language and Culture: Language and cultural differences transcend all other issues and often limit the ability of refugees to understand regulatory and technical requirements as well as interact with mainstream organizations. Language and culture also constitute a problem in the interaction and sometimes negotiation with institutions such as banks, packing or processing companies, and other commercial outlets.

The applicant is expected to establish objectives and projected activities consistent with the above program rationale and technical areas. Depending on the refugee population and other variables mentioned above, projects may be implemented in either urban or rural areas or both. The application should reflect a planning process and project participation involving local partners. The application should indicate an understanding of the potential progression process for clients starting with community gardens, to market gardens, to farming on their individual tracts of land, to becoming independent farmers with sustainable income. Integrated within each step of this potential progression would be the identification of program accomplishments or outcomes related to improving refugee family livelihoods.

The priority of this announcement is to serve recently arrived refugee families. The applicant is expected to

provide a strong rationale and approach for serving its proposed client population.

Activities

Below are examples of activities that are permissible under this announcement. These should be viewed as neither mandatory nor all inclusive of the possible activities of a project proposal. Examples are:

1. Locating vacant land for a community garden:
 - Dividing plots and selecting participants,
 - Arranging partner training,
 - Providing on-site technical assistance,
 - Assisting with harvesting and marketing produce;
2. Locating land in a rural area for a refugee farmer to work more independently;
3. Working to get a farmers market approved to have EBT and the ability to accept SNAP and WIC;
4. Encouraging financial literacy and business terms be included in an ESL Program;
5. Establishing a process for collecting data on dollar value of production and/or sales;
6. Helping establish a sales agreement between farmers and an institution;
7. Promoting the establishment of a group of partner organizations;
8. Initiating partnerships to provide cooking and/or nutrition classes;
9. Provide training in business planning and management;
10. Facilitating ethnic organizations to assume responsibility for a garden;
11. Obtaining anecdotal information on the impact of gardening on self-reliance and community integration.
12. Providing or arranging linguistically appropriate services.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$1,000,000
Expected Number of Awards:	12
Award Ceiling:	\$100,000 Per Budget Period
Award Floor:	\$50,000 Per Budget Period
Average Projected Award Amount:	\$83,300 Per Budget Period

Length of Project Periods:

36-month project with three 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

The grant awards under this program will be issued for 3 years on a one time basis. Grantees are expected to develop partnerships and outside resources to sustain their individual programs after the 3 year project period.

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Public or private nonprofit agencies are eligible applicants.

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Foreign entities are not eligible under this announcement.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central

Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at

http://www.acf.hhs.gov/grants/grants_resources.html

Standard Forms are also available at the Grants.gov Forms Repository website at

<http://apply07.grants.gov/apply/FormLinks?family=15>.

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Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via www.grants.gov need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Application Format

In developing your proposal, the project narrative should follow the order of:

1. Objectives and Need for Assistance
2. Approach
3. Results or Benefits Expected
4. Organizational Profile
5. Budget and Budget Justification

Each application narrative should not exceed 20 pages in a 1 1/2 spaced, 12-point font with a minimum of one-inch margins. Attachments and appendices should not exceed 25 pages and should be used only to provide supporting documentation such as administration charts, position descriptions, resumes and letters of intent or partnership agreements. A table of contents, project abstract, budget and budget justification should be included but will not count in the page limit. Any material submitted beyond the 20 pages will not be reviewed by the review panel.

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location	Submission required for all applicants by the application due date.	Required for all applications
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding

		Lobbying prior to award.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary.	Non-profit private organizations (not including private universities) are encouraged to submit the " <i>Survey on Ensuring Equal Opportunity for Applicants</i> " with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit this survey along with the application. Hard copy submissions should include the survey in a separate envelope.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, Grants.gov. A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes. You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.I* identify the measures that will be used to evaluate applications.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Organizational Capacity

- Organizational charts

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at

<http://www.grants.gov> where the electronic application can be downloaded for completion.

- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and Times*, of this announcement.
- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance.
- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **07/12/2010**

Explanation of Due Dates

The due date for receipt of applications is listed in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

Hand-Delivered Applications

Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6* of this announcement.

Electronically-Submitted Applications

ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through www.Grants.gov may be found at http://www.acf.hhs.gov/grants/registration_checklist.html.

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a Grants.gov tracking number.
The date/time-stamp in this email serves as the official record of your application submission. The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.
2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.
Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.
3. An additional email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

Late Applications

No appeals will be considered for applications classified as late under the three cited circumstances:

- Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified

as late and will be disqualified.

- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.**
- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via <http://www.Grants.gov>

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

Ben Sharp
Office of Grants Management
Division of Discretionary Grants
Administration for Children and Families
370 L'Enfant Promenade, SW
6th Floor East
Washington, DC 20447

Hand Delivery

Ben Sharp
Office of Grants Management
Division of Discretionary Grants
Administration for Children and Families
901 D Street, SW
6th Floor East
Washington, DC 20447

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

NEED AND RATIONALE FOR ASSISTANCE

33 Points

The applicant establishes a strong program need and rationale and demonstrates a good understanding of the needs and challenges of the population to be served, the opportunities for meeting these in the project area and how these impact on the capability of the applicant to meet the goals of RAPP. The applicant recognizes that recently arrived refugees should receive priority for services. Demonstrates a good understanding of the challenges and opportunities in dealing with the ten technical areas under Description: Production, Marketing, Land Acquisition, Obtaining Financing, Business Development, Institutional Requirements, Community Food Security, Collaborative Relationships, Technical Assistance and Training, and Language and Culture. Included should be information on refugee population groups, their agrarian and farming backgrounds and current gardening and farming activities by refugees and non-refugees. Copies of reports, surveys and/or letters can be attached that provide information on challenges and opportunities.

APPROACH

27 Points

The objectives or strategies to be employed are consistent and logical in terms of dealing with the challenges and taking advantage of the opportunities. The approach identifies program goals and priorities which will impact the population and offer potential for improving refugee livelihoods and facilitating community integration. A management plan identifies major activities and responsibilities thereto on the part of the applicant and partners. New approaches or technologies to the population or area are described and explained in terms of their rationale. The relationship to any other ongoing or funded projects is explained. Community interest and anticipated volunteer support are described. Factors that might accelerate or decelerate the success of the project are described. Letters of support or agreements which define the functions and responsibilities of partner organizations are included.

RESULTS OR BENEFITS EXPECTED

20 Points

The results and benefits are realistic and relate to the goals and management plan activities under Approach. Goals are both quantitative and qualitative and may include the value of production, impact on client livelihoods, numbers of clients by types of service, partnerships, institutional change, number of markets by type, improved access to fresh produce, forms and extent of community support, and general impact on the refugee and wider community.

ORGANIZATIONAL PROFILE

10 Points

Knowledge and experience of the applicant and significant partners in working with refugees and facets of agriculture and food systems are clearly stated. Organizational capacity in terms of overall budget, accounting system, use of technology such as web-based systems and social networking, rules and procedures and oversight are described. Enclosed are resumes and/or job descriptions and information on partnering organizations.

BUDGET

10 Points

A line item budget and a narrative justification for each line item are provided. Major items clearly relate to and are consistent with the activities described under the approach and the expected results and benefits. The budget and justification of any contractual activity are provided. Any unusual cost items are explained and justified. Information on funding support for related or similar activities is provided.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding and are one element of the decision-making process.

ACF may elect to not fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider a preference to fund organizations serving emerging, unserved, or under-served populations, including those located in pockets of poverty, and to consider the geographic distribution of Federal funds in its funding decisions.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR §74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbc/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbc/regulations/index.html>.

The Code of Federal Regulations (CFR) is available at <http://www.gpoaccess.gov/CFR/>.

Award Term and Condition for Trafficking in Persons

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to

http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

VII. Agency Contacts

Program Office Contact

Ronald Munia

ACF
ORR
DCR
Aerospace
901 D St SW
Washington, DC 20447
Phone: (202) 401-4861
Fax: (202) 401-5772
Email: larry.laverentz@acf.hhs.gov

Office of Grants Management Contact

Ben Sharp
HHS
ACF
OGM
901 D Street SW
6th Floor East
Washington, DC 20447
Phone: (202) 401-5513
Email: ACFOGME-Grants@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - Funding Opportunities
homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>

Sign up to receive notification of ACF Funding Opportunities at [www. Grants.gov](http://www.grants.gov/applicants/email_subscription.jsp)
http://www.grants.gov/applicants/email_subscription.jsp

Checklist

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html and on the Grants.gov Forms Repository webpage at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http:// apply07.grants.gov/apply/FormLinks?family=15 .	Submission due by application due date found in Overview and Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission due by application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.

Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	If available, submission is due by application due date found in Overview and Section IV.3. or by time of award.
Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission due by date of award.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission due by date of award.
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the <i>"Survey on Ensuring Equal Opportunity for Applicants"</i> with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application.</p> <p>The Survey is referenced in Section IV.2 of the announcement. The Survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p>	Submission due by date of award.
SF-LLL - Disclosure of Lobbying Activities, if applicable	"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission due by application due date found in Overview and Section IV.3.

	<p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	
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Signature

Date: 05/25/2010

Eskinder Negash
Director
Office of Refugee Resettlement